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| 2016 |  |
|  | Age: 29  Sex: Female  Nationality: Greek (EU national)  Languages: English & Nyanja  UAE permit: Husband |

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|  | PROFILE  A motivated & confident individual with exceptional people’s skills. Acquired international work experience in Europe & in Africa. Able to exhibit confidentiality, discretion, diplomacy & professionalism when dealing with directors, senior managers, work colleagues & clients.  experience  LIMITED | PA 2009-2013 (Zambia)  Reported directly to the Director.  Renewal, company licenses & certificates.  Handled government body visits to plant.  Brand prompter in charity events.  Built new relationships with suppliers & distributors.  Handled official customer complaints.  E GAS & PETROL | SECRETARY 2005-2009 (Greece)  Scheduled appointments.  Arranged meetings & arranged conference calls.  Handle complaints & inquiries from government regulatory officials, engineers, scientists, & other oil & gas workers, as well as dealt with customers.  Copying paperwork.  Maintaining event calendars.  INVESTMENT | INTERN 8 months  Handled incoming & outgoing calls.  Collected & distributed parcels with other mail.  Made beverages & set out food for meetings.  Upheld strong customer service standards for dress, greetings, phone calls, & expedient customer response  skills   * Able to work in a team environment. * Easily adapt new environment skills. * Excellent communication skills. * Able to liaise confidently with senior management. * Exceptional customer service skills   Ability   * Able to work shifts.   ACHIEVEMENT   * Learned an African language (Nyanja). * Cultivated an extraordinary level of customer loyalty through charity work with Star Search Kids©. * Raised K10, 000 for Mr Zimba Foundation. |

Education

PENN FOSTER | High School with Early College Diploma

**First Name of Application CV No:** **1704804** **1704804**

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